

Clerical and Office Branch
Purchasing and Stores Group
Police Series

PROPERTY AND EVIDENCE SUPERVISOR

02/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for the receiving, storage and proper disposition of a large variety of property classified as unclaimed or evidentiary; performs related work as required.

EXAMPLES OF DUTIES:

Plans, layout of storage facility to assure secure storage of property which comes into possession of the Police Department; compiles records concerning unclaimed or evidentiary property; insures evidentiary integrity, attests in courts to such integrity; coordinates and insures proper disposition of property; maintains liaison with appropriate courts and agencies for the availability and presentation of evidentiary property; makes recommendation for unit budget; prepares information for data processing; contacts prosecutor and courts for final disposition of property; assures that unclaimed property and/or evidentiary property is disposed of in a timely manner in accordance with applicable statutes; maintains accurate records and prepares reports as required.

Trains subordinates on care and preservation of items received and stored; assures compliance with security and safety practices; assigns, supervises and evaluates subordinate personnel; enforces personnel rules and regulations and standards of conduct.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or G.E.D., and four years of progressively responsible experience in inventory, warehousing or storekeeping including two years as a lead worker; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of storekeeping and inventory practices and procedures; good knowledge of office practices and procedures; some working knowledge and familiarity with personal computers; some knowledge of supervisory practices.

Ability to communicate both orally and in writing; ability to supervise and coordinate the work of subordinates; ability to establish and maintain effective working relationships with fellow employees, officials and the public; ability to testify in a court room environment; ability to maintain records and prepare reports.

Skill in the use and care of common and automated office equipment; skill in the operation of a motor vehicle.

Special Requirements: Must pass a rigid background investigation.

Physical Requirements: Mobility within a warehouse environment; occasional lifting of heavy objects (up to 40 lbs.); operation of a motor vehicle through city traffic; operation of a fork lift and hand cart.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head